

## **MEDICAL CLEARANCE**

**1823**

(No. 20 January 1999)

### **AUTHORITY FOR APPROVAL OF MEDICAL CLEARANCE**

**1823.1**

(No. 20 January 1999)

Before an employee may enter the duties of a State civil service position, certain conditions of employment must be met. One of these is a requirement for medical clearance. Government Code Section 18931 authorizes the State Personnel Board (SPB) to establish minimum qualifications for each classification for determining the fitness and qualifications of employees.

SPB Rule 172 requires that all applicants and employees in the State civil service possess a state of health consistent with the ability to perform the assigned duties of his/her classification. SPB has delegated the authority for administering the medical clearances to OSHPros, Department of Forestry and Fire Protection.

The functions of the CDF Medical Services Program are the responsibility of the Manager, Health and Fitness Unit and the Medical Consultant. The Nurse Practitioners and the Medical Consultant serve CDF personnel through a collaborative occupational health practice.

The Nurse Practitioners and/or Medical Consultant are responsible for the approval of all health questionnaires, conducting the physical examinations, and providing medical clearances for CDF personnel. Employees needing Return-to-Work authorization will be referred to a CDF Nurse Practitioner for evaluation, recommendation, and treatment if necessary. The Nurse Practitioner will also review cases involving retention, light duty, temporary limited duty, and/or other actions that are the result of work-related illness or injury and provide a recommendation to the appropriate supervisor. The CDF Nurse Practitioner will confer with the Medical Consultant as needed.

### **HEALTH QUESTIONNAIRE AND MEDICAL EXAMINATION**

**1823.2**

(No. 20 January 1999)

The submission and clearance of a completed Health Questionnaire (hereafter referred to as STD-610HQ) or the Health Questionnaire/Medical Examination Report (hereafter referred to as STD-610) is for the specific purpose of protecting the health and safety of the CDF job candidate, employee, other CDF staff, and the public.

**A job offer must be made to the applicant or employee before he/she is asked to complete a Health Questionnaire or submit to a medical examination.** A CDF job candidate may not begin work without a medical clearance.

Form CDF-208, Request for Medical Examination and Review, must be attached to the STD-610HQ or STD-610 when they are submitted to the Nurse Practitioner for a review of the confidential medical records.

## **APPOINTMENTS THAT REQUIRE MEDICAL CLEARANCE      1823.3**

(No. 20 January 1999)

An STD-610 with a medical clearance based on the position duty statement or job classification is required prior to beginning work for all classifications which:

- Contain specific physical requirements as part of the classification specification;
- Include the operation of any CDF aircraft;
- Hold peace officer powers as referenced in Government Code Section 1031(f);  
or
- Require any of the following duties or conditions of employment:
  - Use of respirators;
  - Operation of heavy motorized vehicles/equipment or vehicles engaged in transportation of passengers or equipment which requires a commercial drivers license; (This does not include driving incidental to the performance of State business.)
  - Responsibility for custody, control, or direct contact with incarcerated or institutionalized individuals;
  - Exposure to chemical agents, or hazardous material known to cause human illness;
  - Continuously rotating or back-to-back shift assignments (working on more than one shift without a 15-hour rest period) or extended work shifts;
  - Task performance from an elevation above the ground with or without safety apparatus (e.g., ladders, poles, scaffolds, tree tops, bridge suspensions, etc.) or near heavy or fast-moving machinery or traffic;

- Repetitive lifting or carrying 25 pounds or more;
- Responsibility for the preparation and/or service of food; and
- Any other functional or environmental factor of high physical, psychological, or environmental demand.

## **HEALTH QUESTIONNAIRES**

**1823.3.1**

(No. 20 January 1999)

(Section rescinded 9/28/01 per TD01-05)

## **MEDICAL EXAMINATION**

**1823.3.2**

(No. 39 October 2002)

Medical examinations are required for:

- Entry into a safety classification;
- Employees with a Department of Transportation Commercial Drivers license;
- Employees with a Federal Aviation Administration Medical Certificate;
- Entry into the Peace Officer Standards and Training (POST) Basic Academy;
- Employees participating in an annual hazardous materials examination;
- Respirator use;
- Volunteers actively involved in fire suppression who work under the direct supervision of CDF personnel; and

All evaluations will include screening for health related factors that may put employees at increased risk for problems such as heart disease, seizures, respiratory disorders, hearing loss, etc.

Additional tests and/or medical examinations, as determined by the Department of Motor Vehicles (DMV), may be required depending upon the class of license.

Spirometry and audiometric tests included with a medical examination that satisfies DMV commercial license requirements will be used to provide a respirator fit test medical clearance.

Job classifications requiring an STD-610 and a medical examination are listed in [Job Classifications Requiring a Health Questionnaire and Medical Examination](#). A cover letter will be sent to the employee advising them of the requirements for medical clearance for new hires ([see exhibit](#)) and for permanent or returning seasonal employees ([see exhibit](#)). All health care providers who conduct physical examinations for CDF will be given the [Instructions to Providers and the Examination Protocol](#). The types of health evaluations are shown in the matrix on [Type of Health Evaluation](#).

## **APPOINTMENTS THAT DO NOT REQUIRE MEDICAL CLEARANCE** **1823.4**

(No. 20 January 1999)

Medical clearance is NOT required for the following types of appointments:

- Appointment from a departmental re-employment list, or
- Mandatory reinstatement which is the result of an SPB hearing or Public Employee's Retirement System decision, except in cases of medical termination.

## **OTHER HEALTH EVALUATIONS** **1823.5**

(No. 20 January 1999)

Health evaluations are also required under the following situations:

- When placing an employee with a pre-existing condition could result in an unacceptable level of risk for work-related illness or injury;
- When a periodic evaluation of physical ability reveals an inability to perform all of the essential duties of the position that the employee has been assigned;
- At any time a health problem limits an employee's job performance or creates an unacceptable level of risk for the employee or his/her coworkers.

These evaluations may be requested by the employee's supervisor, a Unit Chief or Administrative Officer, or initiated by the CDF Medical Services clinicians.

## **TIME LIMITATIONS FOR VALID MEDICAL EXAMINATIONS** 1823.6 (No.31 September 2016)

With the exception of the medical clearances required by Peace Officer Standards and Training, Federal Aviation Administration, Department of Transportation, etc., medical clearances for safety classifications issued by a CDF Nurse Practitioner or Medical Consultant are valid for a period of one year following the date of the medical examination. The medical clearance or approved STD-610HQ is valid only for the appointment for which it was completed and cannot be substituted for a Return-to-Work or Fitness-For-Duty examination.

## **OFF SITE MEDICAL EXAMINATIONS AND ALLOWANCE** 1823.7 (No.31 September 2016)

Medical examinations will be conducted by the CDF Nurse Practitioners or Medical Consultant when possible. If a CDF clinician is not available to provide an examination, the following licensed health care providers will be used to perform medical examinations of CDF job candidates or employees:

- Licensed Medical Doctor (preferably specializing in occupational medicine);
- Doctor of Osteopathy;
- Licensed Nurse Practitioner; or
- Physician Assistant, cosigned by a Medical Doctor.

The applicant or employee will be referred to a health care provider near their respective unit. A copy of the [CDF Instructions to Providers and Examination Protocols](#) must be given to all health care providers who examine CDF employees. The health care provider conducting the examination will forward the examination results directly to the employee's respective area or region Nurse Practitioner for review. The Nurse Practitioner will notify the region of the results.

The maximum allowance for a general physical examination and the standards for payment of pre-employment medical examinations are contained in the State Administrative Manual, Sections 0191-0192. When additional studies or examinations beyond the initial examination are needed for a more thorough evaluation, the applicant or employee will be referred to the appropriate medical or psychiatric specialist.

## **HEALTH RISK APPRAISAL**

**1823.8**

(No.31 September 2016)

A Health Risk Appraisal (HRA) will be administered to each safety classification job candidate or employee at the time that a STD-610 Health Questionnaire and Medical Examination Report are completed. The HRA will be forwarded directly to the area or region Nurse Practitioner. The Nurse Practitioner, in consultation with the Medical Consultant will determine the individual's relative risk of developing heart disease. If there are indications of increased risk, further studies such as a treadmill electrocardiogram or lab work may be required.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)